

RINGMER PARISH COUNCIL

MINUTES

Minutes of the Parish Council Virtual Meeting Held on Thursday 11th February 2021 at 19.00

PRESENT: Cllr Richard Turner – Chairman, Cllr John Booth, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr Clare Herbert, Cllr John Kay, Cllr Gavin May, Cllr Sarah Phillips, Cllr Gordon Sims & Cllr John Whitlock

Also in attendance: Karen Crowhurst – Clerk/RFO
Carol Hodgson – Finance Administrator
Gail Metcalfe – Administrator

Members of the Public: Approximately 5

Agenda Items

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Cllr David Terry.

2. **DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**

2.1 None.

3. **TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 14^T JANUARY 2021**

3.1 Cllr Kay requested that the minutes in 3.1 be changed to say that he had voted on the assumption that the proposal had been modified to accept the Clerk's advice. This was voted on by all Cllrs present and it was **resolved** to accept the minutes with this alteration.

4. **PUBLIC QUESTIONS OR COMMENTS**

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.

4.1 At 19.03 the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.

4.2 One resident was pleased that the Parish Council was buying new play equipment but said publicising this on Facebook was not sufficient. She suggested the Primary School and Tiddlers and Toddlers Group be asked to send out emails in the view of getting more people involved.

5. **CO-OPTION OF COUNCILLOR** – To consider any expression of interest in accordance with Parish Council's Standing Orders.

5.1 None.

6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**
- a) To note any written reports previously received
- 6.1 None.
7. **ACTION POINTS AND REPORT FROM THE CLERK**
- a) There are no actions that are not covered on this agenda
- 7.1 The Clerk informed that a Barrister had been appointed at the cost of £2k plus VAT. She suggested the Annual Statutory Meeting be moved forward to Thursday 6th May 2021 (see 12.5 below).
8. **CORRESPONDENCE – FOR NOTING OR ACTION**
- a) To consider any correspondence for noting or action received after this agenda has been published
- 8.1 There was no correspondence for noting or requiring any action.
9. Point 9 had been omitted from the Agenda so no point 9.
10. Point 10 had been omitted from the Agenda so no point 10.
11. **OFFICE & FINANCE:**
- a) Payments and Receipts (Previously circulated)
 - b) Bank Reconciliation(s)
 - c) Bank Summary
 - d) Cost Centre Report
 - e) Quotation(s)
 - f) Grant application(s)/Donations
 - g) To agree the transfer of funds from the NS&I account to the current account to meet the obligations of financial commitments to 31st March 2021 and the accounting year 2021 – 2022 (**Paper from Clerk/RFO and Finance Administrator previously circulated**)
 - h) Any other financial matters that cannot be held over to the next agenda
- 11.1 It was **resolved** to accept points a), b), c) and d) as above.
- 11.2 e) There were no quotations for consideration.
- 11.3 f) There were no grant application(s)/Donations.
- 11.4 g) After considering the report from the Finance Administrator and RFO. A proposal was made and seconded to agree to transfer £42k from the NS&I account to cover running expenses. This was voted for unanimously.
- 11.5 The Clerk wished for it to be noted that the Parish’s general reserves were very well below the essential 6 months running costs and advised that Council needs to accept and acknowledge the financial position going forward from April 1st, 2021. This was heard and accepted.
- 11.6 The Clerk was asked what should be done in the future? To which she advised that any proposals requiring financial consideration outside of the agreed budget should accompany a proposal in writing to all Members of the Council and guidance sought from the Clerk/RFO

and the Finance Administrator. The Clerk was asked for examples of decisions made outside of budget to which she responded.

11.7 h) None.

12. REPORTS BY LEAVE – NOT FOR DISCUSSION OR DECISION

12.1 **Ringmer Food Bank** – has asked to be informed of any individuals and/or families who could be in need of this, bearing in mind that this is a delicate matter.

12.2 **Development Sites** – Council will receive notice of sites proposed by developers tomorrow and the prediction is the scale and impression will be impressive. The Government targets 782 houses per year for the next 20 years which is a 1/3 increase in the number of homes in the district. RPC will have one month to process the information with a 14th March 2021 deadline to respond. **It was suggested this be referred to the next agenda.**

12.3 **Cheyney Trust Rifle Club** – they are planning to go forward with a rifle range.

12.4 **Green Waste** – it is now possible to make other means of payment besides online payment.

12.5 **Zoom Meetings** – the government has made legislation that zoom meetings are to stop by 7th May 2021. It is predicted that this will change in due course, but it would be prudent to move the Annual Statutory Meeting to Thursday 6th May 2021.

13. ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

13.1 **Site of Allocation** - Cllrs Kay and Whitlock to provide available dates to the Clerk for a meeting to put together their recommendations to Council. Cllr Kay asked the Clerk to forward information received to all Cllrs. **Action: Cllr Kay, Cllr Whitlock and the Clerk.**

14. URGENT ITEMS AT THE CHAIRMAN’S DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING

14.1 None.

There being no further business, the meeting closed at 19.27. The date of the next meeting is **Thursday 11th March 2021** via Zoom. If restrictions are lifted, the venue will be confirmed.

VN	Date	Bank	Description	Supplier	Total
353	08/12/20	Barclays Current	Mobile Phone	Tesco	8.50
354	14/12/20	Barclays Current	Administration services	Amazon	3.99
355	15/12/20	Barclays Current	Administration services	Ringmer Property Maintenance	45.00
356	05/01/21	Barclays Current	Jubilee Garden Maintenance	Ringmer Property Maintenance	116.67
357	05/01/21	Barclays Current	Pump Area Repairs	Ringmer Property Maintenance	15.00
358	05/01/21	Barclays Current	Tarmac path village green play area	Ringmer Property Maintenance	54.00
359	05/01/21	Barclays Current	Christmas Lights Supply	Ultralite Ltd	558.00
360	05/01/21	Barclays Current	IT Package	Starboard Systems Ltd (SCRIBED)	693.00
361	05/01/21	Barclays Current	Shredding	Archive UK Ltd	216.00
362	05/01/21	Barclays Current	Grass Cutting Village Green - Contracted	Barcombe Landscapes Ltd	3,045.00
363	05/01/21	Barclays Current	Grass Cutting Anchor Field - Contracted	Barcombe Landscapes Ltd	460.80
364	05/01/21	Barclays Current	Churchyard Maintenance - Contracted	Barcombe Landscapes Ltd	1,245.97
365	05/01/21	Barclays Current	Grass Cutting Fingerpost Field - Contracted	Barcombe Landscapes Ltd	339.96
366	05/01/21	Barclays Current	Gote Lane Grass Cutting - Contracted	Barcombe Landscapes Ltd	459.36
367	05/01/21	Barclays Current	Grass Cutting Village Green - Contracted	Barcombe Landscapes Ltd	607.15
368	05/01/21	Barclays Current	Rushey Green Grass Cutting - Contracted	Barcombe Landscapes Ltd	326.64
369	05/01/21	Barclays Current	Hedgecutting	Barcombe Landscapes Ltd	240.00
370	05/01/21	Barclays Current	Grass Cutting Various	Barcombe Landscapes Ltd	319.92
371	05/01/21	Barclays Current	Grass Cutting Potatoe, Neaves, Norlington, Green Lane, West - Contracted	Ringmer Property Maintenance	140.00
372	05/01/21	Barclays Current	Pump	Lewes District Council	561.60
373	14/01/21	Barclays Current	Dog Bin Emptying	Post Office	129.00
374	13/01/21	Barclays Current	Stamps	Amazon	3.99
375	21/01/21	Barclays Current	Administration services		
376	21/01/21	Barclays Current	Clerk Salary		
377	21/01/21	Barclays Current	Office furniture		
378	21/01/21	Barclays Current	Assistant Clerk Salary		
379	21/01/21	Barclays Current	Assistant Clerk Salary		
379	19/01/21	Barclays Current	Clerk Salary		
380	19/01/21	Barclays Current	Clerk Salary		
381	19/01/21	Barclays Current	Clerk Salary		
382	21/01/21	Barclays Current	National Insurance Clerk		
383	19/01/21	Barclays Current	Clerk Salary		
384	19/01/21	Barclays Current	Clerk Salary		
385	19/01/21	Barclays Current	Assistant Clerk Salary		
386	19/01/21	Barclays Current	Assistant Clerk Salary		
387	19/01/21	Barclays Current	Assistant Clerk Salary		
388	19/01/21	Barclays Current	Assistant Clerk Salary		
389	21/01/21	Barclays Current	National Insurance Employer		
390	21/01/21	Barclays Current	Income Tax Clerk		
391	21/01/21	Barclays Current	National Insurance Assistant Clerk		
392	21/01/21	Barclays Current	National Insurance Employer		
393	21/01/21	Barclays Current	Clerk Employees Pension Contribution		
394	21/01/21	Barclays Current	Clerk Employers Pension Contribution		
395	20/01/21	Barclays Current	Lighting columns	EDF Energy	215.08
396	20/01/21	Barclays Current	Grant	Ringmer Village Hall Management Committee	5,000.00
397	05/01/21	Barclays Current	Grass Cutting Various	Ringmer Property Maintenance	75.83
398	05/01/21	Barclays Current	Grass Cutting Various	Ringmer Property Maintenance	140.00
399	22/01/21	Barclays Current	Phone Services	Zen internet	79.69
400	29/01/21	Barclays Current	Mobile Phone	Tesco	8.50
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